

2006 Instructions for Using the Core 40 and Honors Internet UPdate System (CHIPS)

The Frank O'Bannon Grant program is a need-based college financial aid program administered by the State Student Assistance Commission of Indiana (SSACI.) The SSACI awards provide *increased* funds to eligible high school graduates earning an Academic Honors Diploma (AHD) with a cumulative Grade Point Average (GPA) of at least 3.00 on a 4.00 scale, and to Core 40 Diploma (C40) graduates with a cumulative GPA of at least 2.00 on a 4.00 scale.

Please note that for SSACI's purposes, not only must the Indiana Department of Education (IDOE) academic courses required for the Core 40 Diploma or the Academic Honors Diploma curriculum be completed, but the required cumulative GPAs specified above must be achieved as well. Currently the IDOE does not set a minimum grade point average for C40 diplomas. Academic Honors Diplomas require that students have no grade less than a C and a B average overall. This may result in a student being considered C40 or AHD for IDOE purposes, but not for SSACI purposes. Carefully note this distinction and report to SSACI only those students who meet SSACI's requirements. The IDOE may have different reporting requirements you must meet as well.

**CHIPS (Core 40 And Honors Internet UPdate System)** was developed as a Web-based Internet application to facilitate the reporting of eligible AHD and C40 graduates to SSACI. The reporting done by the high school counselors is crucial to the success of the Frank O'Bannon Grant program. Otherwise, students might not receive the Academic Honors and Core 40 monetary enhancements to the Frank O'Bannon Grant program.

**CHIPS** allows the user to

- Add seventh semester data for students who are on target to meet SSACI's requirements for a Core 40 Diploma or Academic Honors Diploma (with the required cumulative GPAs) at the end of eight semesters.
- Enter data on-line, one student or several students at a time; or upload an appropriately formatted text file containing all student records.
- Update (correct) student records on-line to make necessary corrections to name, date of birth or Social Security Number.
- Update (correct) student records on-line to change program status before or after graduation, until June 30, 2006.
- Print or View all records entered.

**CHIPS** stores all data on a secure server requiring a user name and password for access. All data is encrypted when transmitted over the Internet for maximum privacy, confidentiality, and security. Stored data is held in the highest confidence and regularly backed-up. The CHIPS application is available whenever the user has access to the Internet. The user also has on-line access to the Verification Form.

**General Security Agreement (Found on-line)** SSACI trusts that only authorized high school staff will have access to CHIPS data entry and review. The General Security Agreement must be reviewed by high school personnel and remains in effect until SSACI revises or revokes it. All high school staff working with CHIPS must abide by the principals set forth in the Agreement.



**Verification Form (Found on-line)** The Verification Form was sent to high schools in August. It can also be found on-line. It can be copied and used to obtain the needed data and permission from parents to make the data available to SSACI (see the form for details). Do not send the Verification Form to SSACI. Keep it in accordance with your high school's record keeping requirements.

SSACI understands that some parents and students might be reluctant to disclose Social Security Numbers. But parents and students must understand that in order to be considered for Federal, State, and many college financial aid programs, the Federal Processor must receive the *Free Application for Federal Student Aid* (FAFSA) by March 10<sup>th</sup> of every year and the FAFSA requires student and parent Social Security Numbers. SSACI receives a copy the FAFSA for students who indicate Indiana as their legal state of residence.

### **CHIPS DATA ENTRY**

**Prior to starting CHIPS data entry, please review the information on data accuracy, eligible students, required data fields, data entry, and data upload procedures.**

#### **Data Accuracy**

Data accuracy is integral to this process working correctly for the student. Entering the correct social security number, last name, first name and date of birth for each student is extremely important. *These data elements are matched against what the student reports on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student cannot be awarded a Frank O'Bannon Grant with the Core 40 or Academic Honors enhancement.* Translated in dollars, in 2005-06 a student could have lost up to \$2,003 in Frank O'Bannon Grant funds if the CHIPS information was not correct.

#### **Eligible Students**

The students for whom you report information must be U.S. citizens or eligible non-citizens (eligible non-citizen students have an Alien Registration Number, i.e. a green card) with a social security number. See the Free Application for Federal Student Aid (FAFSA) for definitions of eligible non-citizens. If a student is here as an exchange student, with an F1 or F2 student visa or J1 or J2 exchange visitor, or a G series visa, he should not be reported to SSACI. But, for IDOE purposes, the student may be eligible for the Core 40 or Academic Honors Diploma. Please check with IDOE for details.

### **Required Data Fields**

#### **SSN**

The student's social security number (SSN) must be entered as 9 digits, with (123-45-6789) or without (123456789) dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry or updates until the SSN is properly entered. The SSN entered must be the same as on the student's Social Security card.

#### **Last Name**

Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it will appear on the student's diploma. Do not use suffixes



such as "Jr" or "II" unless you are sure that is the student's legal name. Also avoid using apostrophes in names such as "O'Brien" unless you are sure that is the student's legal name and how the student signs his or her name.

**First Name**

Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on the student's diploma. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa".

**DOB**

The student's date of birth (DOB) must be entered as 8 or 10 characters: 8 digits from 0 to 9 with or without slashes. If a student's DOB is January 7, 1987, it must be entered as 01/07/1987 or 01071987. The format must be mm/dd/ccyy or mmddccyy where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year, for example, "1987", where the "19" or century part is required. Editing is done on the DOB to make sure it is valid and reasonable. For example, "1991" and "1993" are not a reasonable birth year for a high school senior<sup>1</sup>. Errors are reported in "red letters" and must be fixed before the data is accepted.

**Program (Academic Honors or Core 40)**

**Initially Adding Records:** The first time a student's data is entered, the only valid programs you can choose are: "AHD" or "Core 40." Do not report to SSACI those students who do not appear to be in a position to complete the Core 40 or Academic Honors Diploma with the required GPAs.

**Updating Records:** When updating an existing record there is a third program possibility: "Neither." *The code "Neither" should be used to tell SSACI that the student, whose information was previously entered, did not earn either the Core 40 or the AHD at the end of eight semesters.*

Students who were on track to earn the Academic Honors Diploma but who finish with a cumulative grade point average of less than 3.0 on a 4.0 scale or complete only the Core 40 curriculum (with a final GPA of at least 2.0 on a 4.0 scale) should be switched from Academic Honors to Core 40. Students who were on track to complete the Core 40 curriculum, but failed to meet the required 2.0 on a 4.0 scale cumulative grade point average or didn't complete the required coursework, should be switched to "Neither." In this way the student's record is never deleted from the data collection system, only updated to reflect the student's final program status.

**Text File:** If data is added by uploading a text file, the program code "Core 40" or "AHD" (without the quotation marks) should be used when the file is created by the user. Data cannot be uploaded with a code of "Neither". See the discussion of uploading data for details.

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<sup>1</sup> On the other hand, if you have a 13 – 15 year old graduating with a Core 40 or Honors Diploma, we will be glad to update our system manually. Just call us.



### Overview of Data Entry Function

**CHIPS** provides two methods to enter student data: 1) on-line entry of one or several students at a time or 2) uploading a previously prepared and appropriately formatted text file. Many uploads can be done, each one adding new students to the system. No matter which method is used, each student record can be added only once.

It is important that each uploaded file contain only **new** students not already entered otherwise an error message will be generated. The system checks to see if an SSN already exists system-wide; if it does, the record will be rejected. Changes or corrections (“updating”) to student data already loaded must be done on-line, one student at a time and not through the upload process.

Uploading a text file of student information in the proper format can make reporting quick and easy. Users should consult with their school or corporation Information Technology (IT) staff if they are unsure of how to create and save files in the correct format.

### Completing Data Entry

#### Appropriately Formatting the File For Your Use

The file must be in “tab separated” or “comma separated” format. The file can be prepared directly from your computer system, from an application such as an Excel spreadsheet — using the **Save As...** function — to create a tab or comma separated formatted file, or the file may be typed directly into a simple text editor such as Windows Notepad. A student record consists of five data fields: **SSN, Last Name, First Name, DOB, and Program** in that order. Each data field must conform to the rules for that data field (as described above for each field). The “Upload” option may only be used to add new records. If changes or corrections are needed for previously entered data, it must be done in the manner described on the previous page. **Do not use a header record when formatting a file.**

Each data field must be separated by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044), and each record ended with a CR character ("carriage return", ASCII decimal value 013) and LF character ("line feed", ASCII decimal value 010) in that order. Computer applications that use a "print" statement to create text records will automatically put a <CR><LF> at the end of every record, as will the **Save As...** function of Excel or hitting the <Enter> key if records are typed into Windows Notepad. Either the TAB or comma separator must be consistently used throughout the data set. If correct, the uploaded data will be immediately available to you on-line, else you will get an error message in "red letters" for each incorrect record.

An example of valid records might be:

123456789, Gauss, Carl, 01/01/1987, AHD  
987654321, Berry, Holly, 11/05/1987, Core 40

or  
123456789<TAB>Gauss<TAB>Carl<TAB>01/01/1987<TAB>AHD  
987654321<TAB>Berry<TAB>Holly<TAB>11/05/1987<TAB>Core 40

where <TAB> is the TAB character inserted by your computer or CHIPS application.



### Uploading Data

If you click on the "Browse" button in the CHIPS application, your Internet Browser will open a window titled "Choose file" or a similar phrase. You might have to click on the "My Computer" icon in the window to find your C: drive (or the appropriate drive where the file resides on your system.)

Once you find the file you want to upload, either double click on it or click once and then click on the "Open" button in the window. Either action will take you back to the "Upload" Web page in CHIPS. The file will be in window next to the "Browse" button. Click on "Upload" to send the file.

Alternatively, just type the path and name of the file in the window and click "Upload". The name of the file does not matter but it is conventional to name a text file with the extension ".txt" (i.e. ahdc402006.txt would clearly identify the file).

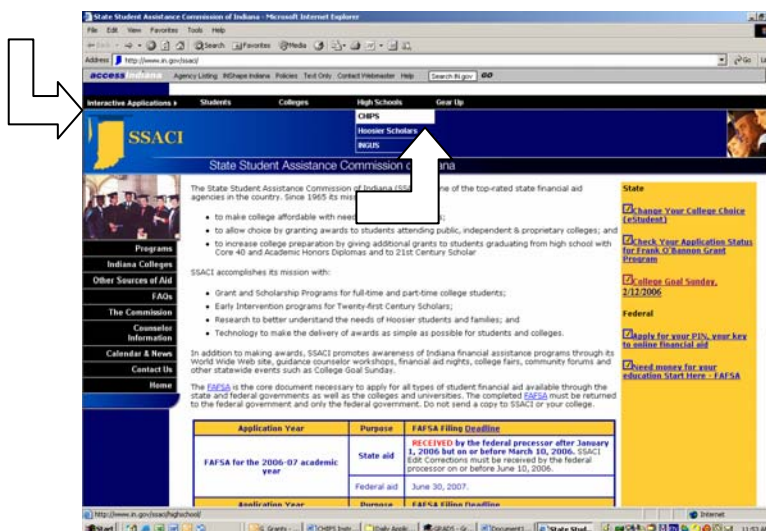
### Accessing CHIPS and Logging On

#### Accessing CHIPS

**CHIPS** requires the user's Internet Browser to be either Microsoft's *Internet Explorer* or Netscape's *Communicator*. At minimum, users must have Internet Explorer Version 4.0 or later or Netscape 4.77 or later. You can go to the **Help, About** window of your Browser to check its version. If the user has a properly configured personal computer, the latest versions of the browsers can be downloaded free from either [www.microsoft.com](http://www.microsoft.com) or [www.netscape.com](http://www.netscape.com). It is best to check with your IT staff to make sure your computer can benefit from the newest versions of the software prior to downloading a new version of the application.

CHIPS is accessed using the URL: [www.IN.gov/ssaci/highschool/](http://www.IN.gov/ssaci/highschool/) or [www.IN.gov/ssaci/](http://www.IN.gov/ssaci/).

If you use the later URL it starts at SSACI's homepage. You will need to take the additional steps of using the navigation frame at the top of the page to go to the **Interactive Applications** and select **High Schools**. Then click on **CHIPS**.



NOTE: The screen shots shown in the instructions may not be exact representations of what you will see on-line for 2006 reporting but they are similar.



### Logging On

As soon as you access the CHIPS Core 40 AHD area of SSACI's Web page, a window that looks like this will pop-up:



At this point, click on the appropriate “bar” to go to one of the following areas:

- Special Notices
- AHD/Core 40 Data Input (User Name and Password Required)
- Certification and Verification Form
- Instructions
- Frequently Asked Questions

### Special Notices

This area contains program advisories and a troubleshooting list. It is recommended you check this area prior to starting your data entry or update in the event there is an alert of which you should be aware.

### AHD/Core 40 Data Input

This is the main data collection area. It is discussed in detail later in these instructions. A User Name and Password, provided in the cover letter sent in the mail, are required to enter this area.

### Verification Form

If you go to this area, you can download a verification Form or read the General Security Agreement which high school personnel agree to abide by. The Verification Form can be printed if you need another one. Clicking on the Back button of your Browser will take you back to the previous screen.



### Instructions

If you go to this area, you can view, save, or print the instructions. Clicking on the Back button of your Browser will take you back to the previous screen.

### Frequently Asked Questions

If you go to this area, you can view a series of questions and answers about SSACI grant programs. Clicking on the Back button of your Browser will take you back to the previous screen.

### AHD/Core 40 Data Input

You will be asked to supply your *User Name* and *Password*, which are provided in the cover letter sent via U.S. Postal mail.

The User Name and Password are case sensitive! Please turn off your Caps Lock button prior to entering the information and use the shift key where capital letters are called for.

Be sure to use the mouse or TAB key to go between the User Name and Password boxes and not the Enter key. You can choose to check the box to save your password if that option is displayed on your screen *but understand that if you do, anyone who has access to your computer has access to CHIPS data and can modify it!*

Enter Network Password

Please type your user name and password.

Site: www.state.in.us

Realm: SSACI AHD/C40

User Name: Your User Name

Password: [masked]

☒ Save this password in your password list

OK Cancel

Once your User Name and Password have been entered, you will be in the data collection area of CHIPS. The screen will look like this:

user: B560 access level: School User

If you need to print a copy of this page, it is recommended that you print the page in landscape. Select print from the file menu. Click on Properties and select landscape.

RIVET HIGH SCHOOL (B560) 210 BARNETT ST VINCENNES The 'Cut Off Date' is 12/24/2002

Year: 2002 GPA Calculator View Search Download Data TAB Print Help

SSN Last Name First Name Date of Birth (mm/dd/yyyy) Program

[fields] [Browse...] [Upload] (see Help)

[fields] [AHD] [Save]

More rows for adding records 1

(1 - 15 of 20) [navigation icons]

SSN	Last Name	First Name	Date of Birth	Program



This is one of the most important areas in CHIPS. Here you can do a host of activities:

- View the data you have entered, arranging the display by any of the five data fields.
- Add new student records to the system on-line.
- Upload a file of new student records.
- Update existing records on-line once records are created.

**NOTE:** When entering information on a student, data must be entered for all of the fields as the application will not save partial updates.

**SSN, Last Name, First Name, DOB and Program**

SSACI can not update its **Grant Reporting And Delivery System (GRADS** – where FAFSA data is stored) without valid data in all five fields. Without complete and accurate data in all five fields, a student might lose the Academic Honors or Core 40 enhancement to the Frank O'Bannon Grant.

**Database Upload**

If data will be entered using a database upload, use the area in the upper part of the screen to do so.

To add records from a tab or comma delimited file, type in the path and file name or use the Browse button to find the file and click “Upload”. It is in this area that you can upload text files to add new students to the data collection system. If you click on the **Help** button, a help window will appear.

**Adding One or Several Student Records At A Time**

To add data one student or several students at a time, use the area in the mid part of the screen to do so.

It is in this area that you enter individual student data. Use the drop-down menu in the **Program** column to select the student's program, Core 40 or AHD; it is accessed by clicking on the down arrow button. Once you have entered all the required data, click the **Save** button to the right of the Program field to store the data.

If the data entry has no errors, the data will be accepted; if there are errors, they will be displayed in “red letters” and you must correct them to save the student record. The most common errors





are not having 9 digits for the SSN or using an incorrect format for the DOB. You can click on the **SSN**, **Last Name**, **First Name**, **DOB** or **Program** links to get on-line help. Once the system accepts the data, the screen will reappear ready for a new record.

### **More Rows For Adding Records**

If you would like to add up to 20 student records at a time before hitting the Save Button, click on the down arrow to the right of the button “**More rows for adding records.**” Select the number of rows you would like to add at a time. Then, click on the “More Rows for adding records” button.

This feature will allow you to complete data entry for several students while hitting the Save button only once when you have reached the number of students you indicated you wanted to add, as opposed to hitting the save button after each individual student data entry. NOTE: When using the “more rows for adding records”, count the number of students you want to enter MINUS ONE (as this feature automatically adds a row to your count) to avoid ending up with a BLANK row for which you will have no student information to enter. Otherwise you will have a blank row and no more student data to add which will result in your having to start your data entry over again. To become familiar with this feature, it is recommended that you start by selecting the option to add only a few (3-5) students (remembering to subtract one from your count). Be sure to hit the SAVE button when done. Once you are comfortable with the feature, you can decide to add more records at a time. It’s better to practice on a few records than to try to add 20 records and lose them because the SAVE button was not clicked prior to exiting the program.

**Regardless of the number of records you add at one time, you must hit the SAVE button prior to adding another group of records or the information will be lost.**

Once you have entered student data, you can see more of this screen by using the Browser to move down the page. You do this by using the up ▲ or down ▼ scroll buttons on the far right side of the screen. The screen will appear like the next graphic after entering several records or completing a database upload:



user: B560 access level: School User

If you need to print a copy of this page, it is recommended that you print the page in landscape. Select print from the file menu. Click on Properties and select landscape.

RIVET HIGH SCHOOL (B560) 210 BARNETT ST VINCENNES The 'Cut Off Date' is 12/24/2002

Year: 2002 GPA Calculator View Search Download Data TAB Print Help

SSN Last Name First Name Date of Birth (mm/dd/yyyy) Program



More rows for adding records 1

	SSN	Last Name	First Name	Date of Birth	Program
1	Update	ORE	KIRBY	04/09/1984	Core 40
2	Update			12/16/1983	AHD
3	Update			02/13/1984	AHD
4	Update			12/28/1983	AHD
5	Update			03/27/1984	Core 40
6	Update	STE	NEW	05/25/1983	Core 40

### Updating Data

Click on the word Update next to the SSN if you need to make a change to a record. You can now change any or all fields as needed for that student's record. Click the **Save** button next to Program to save the updated information. As soon as you are done saving the record, the screen will go back to the list of students, ready to update another student or add a new record. If the updated data contains errors, they will be in "red letters" and the data will not be saved. Fix the data before attempting another **Save**.

### Viewing the Data

You can View the data you have already entered by clicking on the View bar at the top of the screen. The next screen will be a list of all the students entered into the system for your school. The screen will display up to 15 records in each view. To view the next 15 records, click on  to move to the next page. Clicking on  will take you to the end of the list. Reversed

Academic Honors Diploma - Core 40 - Microsoft Internet Explorer

Address: https://secure.mgoe/apps/ssaci/chips/ssaci\_c40ahd.htm

user: AHC40021 access level: School User

If you need to print a copy of this page, it is recommended that you print the page in landscape. Select print from the file menu. Click on Properties and select landscape.

ADAMS CENTRAL HIGH SCHOOL (0001) 222 W WASHINGTON ST MCRIE The 'Cut Off Date' is 10/09/2002

Year: 2005 GPA Calculator Search Download Data TAB Print Help

	SSN	Last Name	First Name	Date of Birth	Program	Status
1	Update	KAR	AL	04/24/1987	AHD	OK
2	Update		HE	1/18/1986	Core 40	OK
3	Update		NA	1/26/1987	Core 40	OK
4	Update			1/12/1987	AHD	SN
5	Update			1/14/1986	AHD	OK
6	Update	LASKOWSKI		1/28/1987	AHD	OK
7	Update		CALEB	1/11/1986	AHD	OK
8	Update		CAS	3/30/1987	Core 40	OK
9	Update			5/25/1986	AHD	OK
10	Update			11/14/1985	Neither	DE
11	Update			5/17/1986	Core 40	SN
12	Update			5/21/1986	AHD	OK
13	Update			3/30/1986	Core 40	OK
14	Update			12/12/1986	Core 40	SN
15	Update			9/25/1987	AHD	OK



arrowheads will take you to the previous page or to the beginning of the list. See the [Printing](#) section if you would like to view more than 15 records at a time.

### **Sorting the Data**

The sort order defaults to ascending SSN order. To reset the sort order, click on the button (you may need to scroll to the far right on your screen to see this button). Allow a moment for the default sort to be “released.” Then click on the symbol next to the data field name by which you want to re-order the list of data. The arrowhead pointing up means the list is in ascending order; the symbol means the list is in reversed order. The options are:

- **Order by SSN**, that is, display the list in SSN numerical order.
- **Order by Last Name**, that is, display the list in alphabetical order.
- **Order by First Name**
- **Order by Date of Birth**
- **Order by Program**

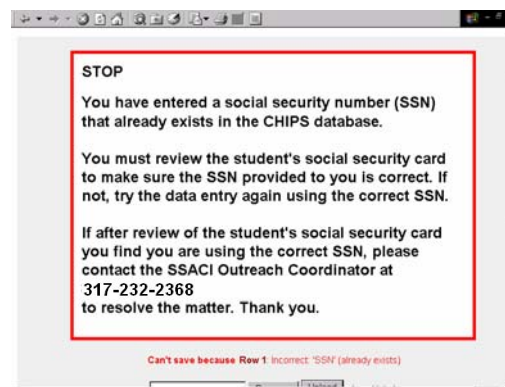
If you would like to sort on multiple fields, such as program by last name, click on the button (you may need to scroll to the far right on your screen to see this button), then click on the Program symbol then the Last Name symbol . To change the sort order, click on the button. A sort cannot be saved. The records will revert to ascending social security number once the application is closed.

### **Printing**

Sort the list as you would like, by Last or First Name, SSN, Program, or DOB. Click on the PRINT button located between the Download Data Button and the [Help](#) field. Allow time for the list to come up on your screen, then print as you would any other document. Using the Print function is also a good way to look at your list as a whole (not just 15 students at a time.) You may click on PRINT, bring up the list, scroll through the list, and then print if you wish.

### **Duplicate SSNs**

CHIPS will not let you enter a social security number that already exists in the system. If you enter a duplicate SSN, you will see the following screen:



This error could occur when doing either a database upload, or entering individual student data. The first thing to do is check to make sure a typographical error has not been made in either the



database created for upload or when doing manual data entry. If the SSN appears to be correct according to your records, then you must check the student's social security card to make sure the correct number was provided to the school in the first place. If not, correct the record and try the data entry again. If the SSN on file is confirmed with the student's social security card, then contact the SSACI Outreach Coordinator at 317-232-2368 for further instructions.

### **Status Code Column**

The student information submitted via CHIPS is compared to the Free Application for Federal Student Aid (FAFSA) data downloaded from the federal government. SSACI stores the FAFSA data in a system named GRADS. When SSACI compares CHIPS data to GRADS data, it's purpose is to update the student's record in GRADS so he or she is recognized for earning the Academic Honors Diploma (AHD) of a cumulative grade point average of at least a 3.0 on a 4.0 scale, or a Core 40 Diploma (C40) of a cumulative grade point average of at least a 2.0 on a 4.0 scale. This action allows SSACI to consider the student for increased Frank O'Bannon Grant funds.

Sometimes the CHIPS data cannot be matched to GRADS data. If the data elements in CHIPS (Social Security Number-SSN, Last name, First name, DOB) do not match what the student reported on the FAFSA, then no update can take place. This could mean the information in CHIPS is incorrect or that the student made an error on the FAFSA. Also, if the student has not filed a FAFSA, the update cannot take place. Each attempt to match data has an outcome and the outcome is indicated by a **Status Code** and reflected in the **Status Code column** in CHIPS.

The complete list of codes with brief explanations is in the following table. The codes will be useful as you work with students to make sure their CHIPS and GRADS records are correct.

<b>Code</b>	<b>Meaning</b>	<b>Action</b>
DB	Date of Birth does not match GRADS	Double check the Date of Birth in CHIPS and tell the student to check the FAFSA. Correct the one in error.
DE	Deactivated program (AHD or C40) for student	Check that you intended the program to change to Neither.
DN	Neither Date of Birth nor Name match, possibly SSN is incorrect. Information reported in CHIPS does not match information in GRADS.	Double check the Date of Birth and Last Name in CHIPS and tell the student to check the FAFSA, but if they are correct, it may be necessary to call SSACI at 317-232-2368.
IN	Inserted program (AHD or C40) into GRADS	This is good news, code should change to OK the following week.
NF	No FAFSA exists for the current year but a FAFSA does exist for the previous year	No award can be granted. Encourage the student to file the current year FAFSA.
NM	Last Name does not match GRADS	Double check the Last Name in CHIPS and have student check the FAFSA. (There may be a typo in CHIPS or hyphenated name problem) Correct the one in error.
SN	SSN does not match GRADS	No FAFSA on file with SSACI and no award can be granted. Encourage the student to file the current year FAFSA.
OK	Program currently exists	The data in CHIPS matches the data in GRADS.



**Unusual Situations**

Please contact the SSACI Outreach Coordinator if you have students in any of the following situations:

- A Mid-term Graduate
- A student who must complete course work during summer school to reach the Core 40 or AHD status
- Transfer or Drop-Out

If you encounter problems with this application or deadlines, please contact the SSACI Outreach Coordinator at 317-232-2368 for assistance.

**SSACI Filing Deadlines**

<b>Application Year</b>	<b>Purpose</b>	<b>FAFSA Filing <u>Deadline</u></b>
FAFSA for the 2006-07 academic year	State aid	RECEIVED by the federal processor after January 1, 2006 but on or before March 10, 2006. SSACI Edit Corrections must be received by the federal processor on or before June 10, 2006.
	Federal aid	June 30, 2007.